Human Subject Incentive Program Update

Fin UL Meeting
September 15, 2010

Agenda

Human Subject Incentive Program – Implementation Progress
• Kathy Crawford

Next Steps
• Kathy Crawford
• Carolynn Blankenship

Question/Answer
HSIP – Implementation Facts

- All units that had subject fee activity in the past two fiscal years are in the HSIP system
- HSIP Office is partnering with Financial Operations and Accounts Payable to monitor “old” subject fee accounts, Imprest cash funds, and P-card activity to identify individuals who were still using the old processes.
- If your unit has not been contacted, and you have subject fee activity, please contact the HSIP Office.

HSIP – Implementation Metrics

- 389 users have made over 4,000 incentive requests in HSIP.
  - Currently processing an average of 25 requests per day
  - HSIP has facilitated over 60,000 individual payments to subjects
- HSIP has distributed over $1M in incentives:
  - 53% via check
  - 21% via cash
  - 16% via Visa cards
  - 11% via payment coupon
- AP has closed 70% of the Imprest Cash Funds used for subject fees.
  - HSIP has reduced P-card use for subject fees by 67% in FY 2010, from $59K in July 2009 to $19K in July 2010.
- In FY2009, Payroll processed 4,500 subject fee payments to employees; in FY2010 payroll subject fee payments were eliminated.
HSIP – Customer Survey Results

94% of respondents claim “ease of use” meets or exceeds expectations.

99% of respondents claim the program facilitates timely processing of requests.

90% of respondents claim that HSIP has saved them time:
- Filling out paperwork
- Validating subject payment forms
- Routing forms
- Reconciling payments to P-card statement / Statement of Activity

How much time has HSIP saved?
- 14% claim HSIP saves them one hour or less per week
- 37% claim HSIP saves them 1-2 hours per week
- 39% claim HSIP saves them more than 2 hours per week

HSIP – Next Steps

- Imprest Cash Funds
  - No new Imprest cash funds for subject fees
  - All subject fee Imprest funds should be closed by December 2010

- P-Card
  - Subject fees should not be expensed on the P-Card after November 2010
  - Transition period

- Subject Fee Forms in MPathways

- Account Codes
  - Three account codes have been closed. Those are 582000, 582200 and 613101
Questions ?????

Human Subject Incentives Program Resources

Website - [http://www.treasury.umich.edu/hsipabout.htm](http://www.treasury.umich.edu/hsipabout.htm)

Email – subject-incentives@umich.edu

To Join Email list -

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